28 DEC 1976

MEMORANDUM FOR: Deputy Director for Central Intelligence

FROM   : John F. Blake
                 Deputy Director for Administration

SUBJECT   : Studies Which May Impact on FOIA Problems

1. At a recent staff meeting you expressed concern over and questioned what is being done about the extended periods of time it takes us to process routine requests under the Freedom of Information Act and the large volume of paper that may be involved with each inquiry. At present we have two projects underway which hopefully may impact positively on the problem areas you cited.

2. The Information Systems Analysis Staff is currently conducting a study to assess the feasibility of developing a computer data base which would satisfy the information needs of records management officers and records analysts within the Agency. This project is still in its initial stages and a determination of how it might affect the problems cited above will probably not be forthcoming until sometime after the end of February 1977.

3. The Office of Personnel is currently conducting a study to determine the efficiency and effectiveness factors of using the computer to control applicant files. More detailed information on this project is contained in attachment A.

4. At the present time neither of the above projects are far enough advanced for us to draw positive conclusions as to the degree of assistance either of them may render in helping to solve the problems you expressed concern over. As soon as any such information is forthcoming, I will see that it is provided to you immediately.

John F. Blake

Attachment: Memo to C/MAS/DDA from D/Pers, dtd. 19 Aug. 76;
            Subj: Efficiency Evaluation Project

Next 1 Page(s) In Document Exempt

76 - 4166

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA

FROM   : F. W. M. Janney
                   Director of Personnel

SUBJECT   : Efficiency Evaluation Project

REFERENCE   : Memo for C/MAS/DDA fr D/Pers dtd 16 Aug 76,
                      subj: Recommendation for Efficiency Evaluation
                             Subject

     In response to your telephone request, the following information
is provided relative to the Office of Personnel Efficiency Evaluation
Project selected by the DDA and the Comptroller:

Project

     Survey system on data control of applicant processing
     to seek cost savings and service improvement.

Short Title

     Survey of Applicant Processing Data Controls

Project Description

     A feasibility study is being conducted to determine
     the efficiency and effectiveness factors of using
     the computer to control applicant files, to include
     recording and summarizing data on numbers of files,
     movement of files, length of time in process, EEO
     reports and the disposition of files. The study
     will include the exploration of high speed word
     processing equipment to reduce personnel costs
     and to improve service to applicants.

Date of Initiation

     2 August 1976

Significant Milestones

    1.   Conduct feasibility study.

    2.   If feasible, explore:

        a.   Computer hardware
        b.   Available prepackaged programs

    3.   Explore highspeed word processing equipment.

        Assuming the study results are positive, the following milestones will be implemented.

    4.   Secure and install equipment and software.

    5.   Training employees.

    6.   Implement new system.

Expected Completion Date

    December 1976 for the feasibility study, and September 1977 for the implementation of the system.

Responsibility

    Office of Personnel

    F. W. M. Janney

STATINTL